

Kimball Office Punch-Out Guide

A punch out site has been created for this QPA to improve and speed up the ordering process of office furniture through this vendor. The punch out has been developed to allow for all requisitions to be created through the punch out regardless of whether the items being purchased are standard items or custom quotes. All requisitions for Kimball Office should now be created through the punch out. Below is a very brief overview with more detailed instructions following.

Overview

Standard Offerings

Kimball Office has narrowed down a selection of office furniture products that are the most commonly purchased, core office furniture items that are anticipated to be purchased on a regular basis. For these items, you may navigate directly to items, configure the product based on available options, and add directly to your cart. Once you have selected all items, navigate to your cart and click “Submit.” This will pull your items directly onto your PeopleSoft requisition.

Custom Quotes

Kimball Office also offers the State a much larger variety of office furniture, from Systems furniture to other standalone pieces. In many instances you will need to involve Kimball Office to help you select the proper items and configurations for your spaces. You may initiate this process one of two ways:

1. Within the punch out, navigate to the bottom of the homepage and click on the “Can’t find what you are looking for?” button. Fill out the request form and click “Submit.” This will alert Kimball Office of the needs of your agency and they will reach out to help begin preparing the proper quote for your needs.
2. You may email the Kimball Contacts directly to start the process:
Carrie Daniel: carrie.daniel@kimball.com

Regardless of how you initiate the custom quote process, you will be able to retrieve your quote through the punch out. Once you have been alerted by Kimball Office that you have a quote ready, you may navigate to the punch out. Click on “My Account,” then “Quotes Waiting Acceptance.” Scroll down until you find your unique quote number. Click on your quote, review, and then add to your cart if ready to proceed with purchase.

Your items will pull directly into the requisitions as separate line items. You may proceed to complete your requisition, take to PO, and then the PO will be electronically dispatched. Electronic dispatch will occur once daily at 5:30 pm.

The screenshot shows the Oracle eProcurement 'Create Requisition' page. Red circles and numbers highlight key steps:

- 1:** The breadcrumb navigation path: [Main Menu](#) > [eProcurement](#) > [Create Requisition](#).
- 2:** The '2. Add Items and Services' tab in the process flow.
- 3:** The 'Web' button in the 'Direct Merchants' section.
- 4:** The 'Kimball Office' link in the 'Direct Merchants' table.

Direct Merchants Table:

Logo	Merchant	Description
	Staples	Office Supplies, Inkjet Cartridges, and Toner
	NAPA	
	Hewlett Packard	IT Hardware
	Ricoh, USA	Multifunctions, Scanners & Faxes
	Fastenal	
	Graybar	
	Staples Facility	MRO – Paper/Janitorial Products and Dispensers
	Kimball Office	

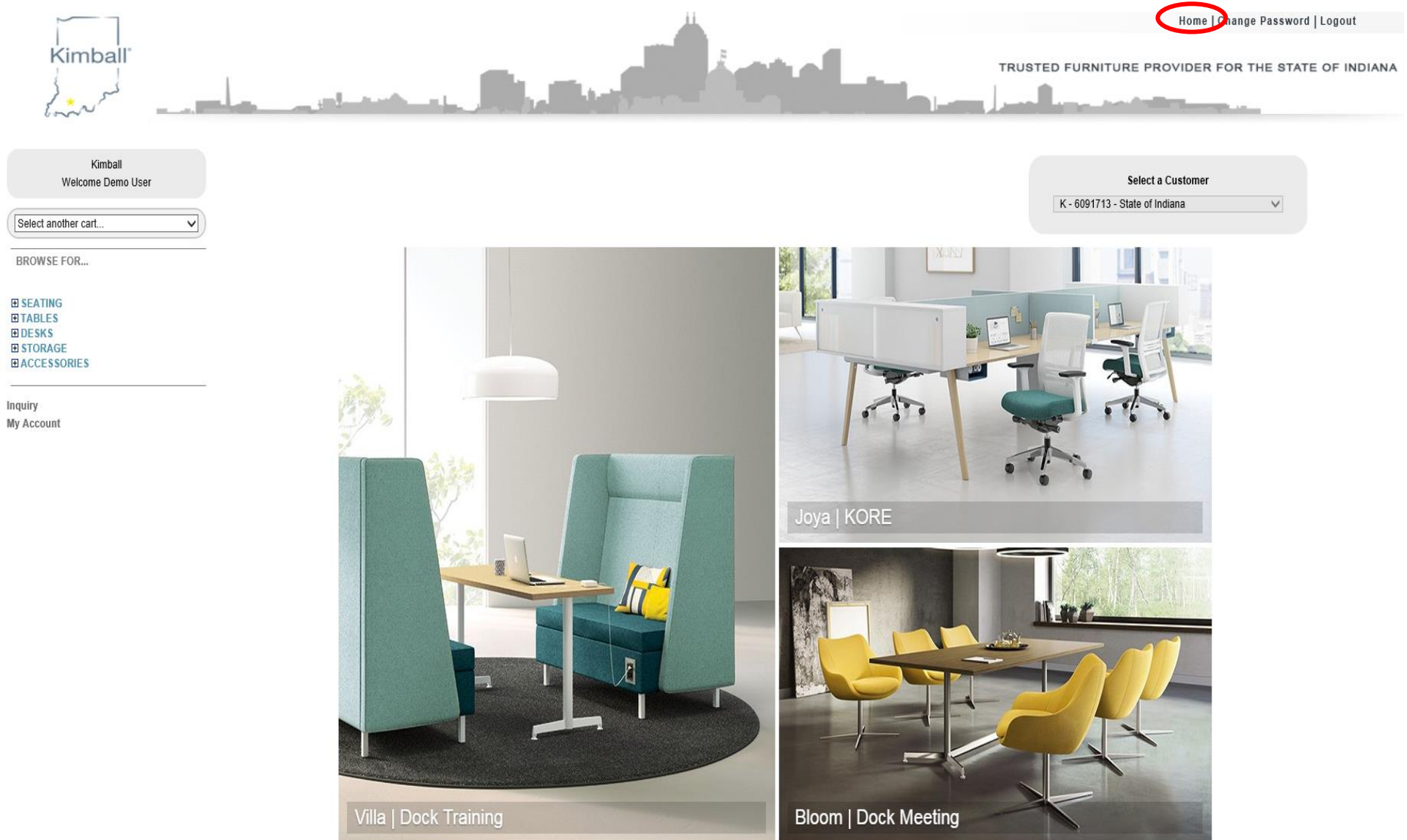
[? Help](#)

There are no lines on this request.
Please add new line in order to save this
requisition.

Total Lines:	0
Total Amount (USD):	0

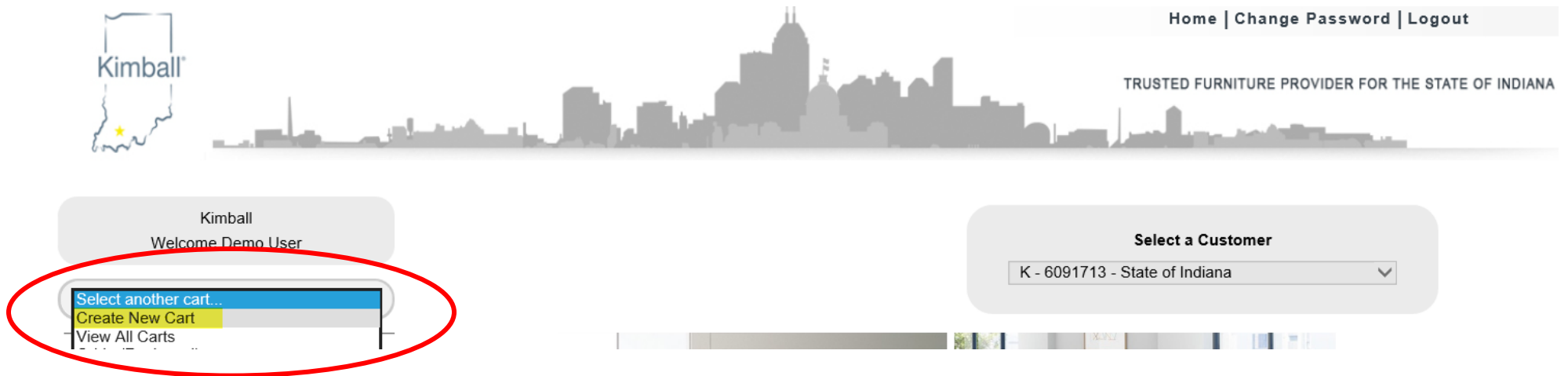
Familiarizing Yourself with the Homepage

Below is a screenshot of the Homepage you will be taken to once you have accessed the punch-out through PeopleSoft. You may always navigate back to the homepage by clicking “Home” from any page within the punch-out.



Creating a New Cart

First, select “Create New Cart” from the drop down menu on the left. Second, fill in the Name and Description Fields and finally click “Create.” You may then begin to browse and add items to your cart for purchase. Please note that you may browse the catalog without creating a cart, but will need to create a cart in order to submit the items and move them to your requisition.



Shop Cart Create

Create New Cart

Enter your Shopping Cart Information

Name :

Description :

Create

Close

Browsing the Catalog

To browse the items available in the punch-out, navigate to the left-hand side of the screen where you will find product categories that can be expanded or minimized by selecting the plus (+) or (-) signs. You may click on the categories to see all items available or specific items from the menu.

The screenshot displays the Kimball furniture catalog interface. At the top left is the Kimball logo, and at the top right are links for Home, Change Password, and Logout. Below the logo is a silhouette of the Indiana skyline with the text "TRUSTED FURNITURE PROVIDER FOR THE STATE OF INDIANA".

On the left side, a navigation menu is highlighted with a red circle. It includes a "Kimball Welcome Demo User" header, a "Select another cart..." dropdown, and a "BROWSE FOR..." section. The "SEATING" category is expanded, showing sub-categories like "Lounge" (Bloom, Villa One Seat, Villa Two Seat, Villa Three Seat, Villa Privacy Back, Pose One Seat, Pose Two Seat, Pose Three Seat, Boyd One Seater, Boyd Two Seater, Boyd Three Seater) and "TABLES" (DESKS, STORAGE, ACCESSORIES). Links for "Inquiry" and "My Account" are also present.

On the right side, there is a "Select a Customer" dropdown menu showing "K - 6091713 - State of Indiana".

Below the navigation menu, three product images are displayed:

- Villa | Dock Training**: A teal lounge chair with a yellow and black striped pillow, next to a small wooden table with a laptop.
- Joya | KORE**: A modern white desk with a green chair and a white storage unit.
- Bloom | Dock Meeting**: A dark wooden table surrounded by yellow chairs in a meeting room setting.

Choosing Options

Many items within the punch-out come in a variety of finishes and fabrics. Below you will see that you can make option choices by selecting the “Select Your Options” drop down menu on an item page. The image will change/update based on the options chosen.

Kimball
Welcome Demo User

Cart : Training Cart
Items in Cart : 0
Sub-Total : \$0.00

Go to Cart

Select another cart...

BROWSE FOR...

SEATING

Lounge

Bloom

Villa One Seat

Villa Two Seat

Villa Three Seat

Villa Privacy Back

Pose One Seat

Pose Two Seat

Pose Three Seat

Boyd One Seater

Boyd Two Seater

Boyd Three Seater

SEATING

TABLES

DESKS

STORAGE

ACCESSORIES

Inquiry

Product Catalogs

My Account

Seating (PeopleSoft)

Home > Inquiry > Product Catalogs

Bloom

Select your Options

L BACK UPHOLSTERY GRADE

2 - GRADE 2

** Unspecified **

11003 - MINGLE COBALT

11900 - DOLCE BLACK

11903 - DOLCE ARTESIAN

ERN COLOR

L SEAT UPHOLSTERY GRADE

2 - GRADE 2

L SEAT UPHOLSTERY PATTERN COLOR

11011 - MINGLE SEAGULL

L ARM UPHOLSTERY GRADE

2 - GRADE 2

L PRIMARY UPH PATTERN COLOR

11903 - DOLCE ARTESIAN

L BASE COLOR


500 - LIGHT BRUSHED ALUMINUM

L GLIDE

C13 - CLEAR GLIDE

Selected Customer

K - 6091713 - State of Indiana



BACK UPHOLSTERY PATTERN COLOR

11003 - MINGLE COBALT

11900 - DOLCE BLACK

11903 - DOLCE ARTESIAN

Item Information and Specifications

To learn more about the product, scroll down to the bottom of the item page. The specifications tab includes further useful item specific information.



Adding Items to Cart

Once you have made all of the option selections, select your quantity and click “Add to Cart.”

Villa Three Seat
Villa Privacy Back
[Pose One Seat](#)
[Pose Two Seat](#)
[Pose Three Seat](#)
[Boyd One Seater](#)
[Boyd Two Seater](#)
[Boyd Three Seater](#)

SEATING

TABLES

DESKS

STORAGE

ACCESSORIES

Training

Inquiry

Product Catalogs

My Account

L SEAT UPHOLSTERY GRADE
2 - GRADE 2


L SEAT UPHOLSTERY PATTERN COLOR
11011 - MINGLE SEAGULL

L ARM UPHOLSTERY GRADE
2 - GRADE 2

L PRIMARY UPH PATTERN COLOR
11903 - DOLCE ARTESIAN

L BASE COLOR
500 - LIGHT BRUSHED ALUMINUM

L GLIDE
C13 - CLEAR GLIDE



11011 - Mingle Seagull

11903 - Dolce Artesian

Catalog No: K781XA
Standard: SOF0003

Price: \$873.73

Kimball Contact info
Phone: 800.482.1818
amanda.merder@kimball.com
Hours: 7:30am to 6:00pm EST
www.kimball.com

Quantity : 1

Reset | Product Summary | ADD TO CART


OVERVIEW

GALLERY

SPECIFICATIONS

Checking Out

Once you have added all products to your cart, you may click “Go to Cart” to check out.



Home | [Change Password](#) | [Logout](#)

TRUSTED FURNITURE PROVIDER FOR THE STATE OF INDIANA

Kimball
Welcome Demo User

Cart : Training Cart
Items in Cart : 1
Sub-Total : \$873.73

Go to Cart

Select another cart...

BROWSE FOR...

SEATING

☒ Lounge

Bloom

Villa One Seat
Villa Two Seat
Villa Three Seat
Villa Privacy Back
Pose One Seat
Pose Two Seat
Pose Three Seat
Boyd One Seater
Boyd Two Seater
Boyd Three Seater

☒ **SEATING**

☒ **TABLES**

☒ **DESKS**

☒ **STORAGE**

☒ **ACCESSORIES**

Inquiry
[Product Catalogs](#)
[My Account](#)

Seating (PeopleSoft)

[Home](#) > [Inquiry](#) > [Product Catalogs](#)

Information
Your product(s) has been added to the cart.

Bloom

Select your Options

L BACK UPHOLSTERY GRADE
2 - GRADE 2


L BACK UPHOLSTERY PATTERN COLOR
11903 - DOLCE ARTE

L SEAT UPHOLSTERY GRADE
2 - GRADE 2

L SEAT UPHOLSTERY PATTERN COLOR
11011 - MINGLE SEAGULL

L ARM UPHOLSTERY GRADE
2 - GRADE 2

L PRIMARY UPH PATTERN COLOR
11903 - DOLCE ARTESIAN



Swatches

11903 - Do
Ice Artesia
n

11011 - Mi
ngle Seag
ull

11903 - Do
Ice Artesia
n

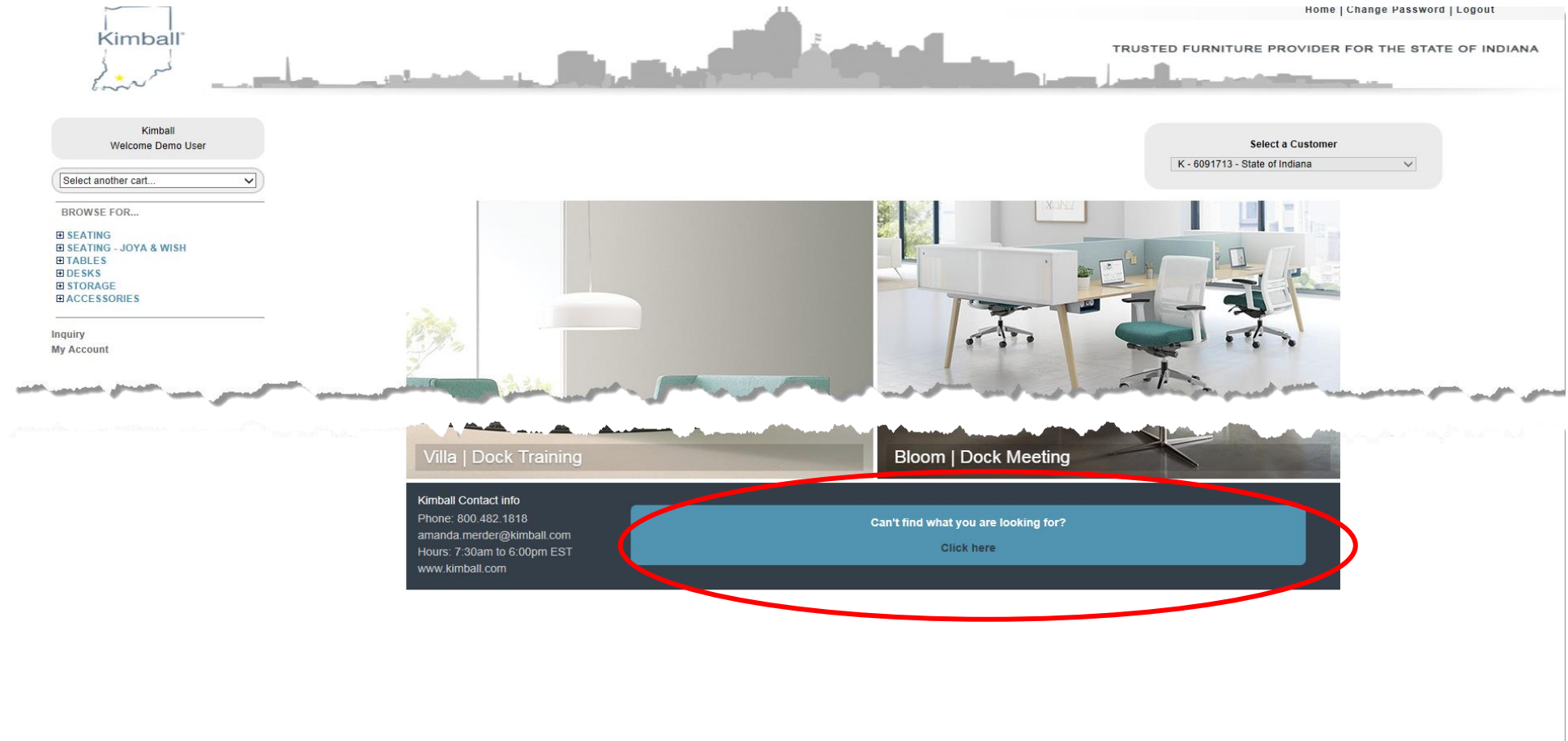
Please review your cart to ensure that all items are what you intended to order including options and quantities. Click “Return to My Procurement System” to pull your items back into PeopleSoft as individual line items.

ShopCart

☰ | Delete | Update | **Return to My Procurement System**

Requesting a Custom Quote or Additional Information, Pt. 1

On the homepage, click on the banner on the “Click Here” button at the bottom of the page if you cannot find something, have a question, or want to initiate a quote.



Requesting a Custom Quote or Additional Information, Pt. 2

The “Click Here” link will take you to the following form that can be filled out and submitted to Kimball Office. They will follow up to assist with your request and needs. Be sure to provide as much information as possible and click “Submit.”

Price Request for Kimball Product

Customer Name

City

Contact Name

Phone

E-mail

Description of product you are interested in:

Notes

Attachments:


Upon hitting submit, you will have the opportunity to attach drawing, images, or photos that will assist us in processing your request to the email before hitting send.

Submit

Kimball[®]

Placing an Order from a Quote, Pt. 1

On the homepage, click “My Account.”



Home | [Change Password](#) | [Logout](#)

TRUSTED FURNITURE PROVIDER FOR THE STATE OF INDIANA

Kimball
Welcome Demo User

Select another cart...

BROWSE FOR...

SEATING

TABLES


DESKS

STORAGE


ACCESSORIES

inquiry


My Account



Villa | Dock Training



Joya | KORE



Bloom | Dock Meeting

Placing an Order from a Quote, Pt. 2

Next, click "Quotes Waiting Acceptance."



Kimball
Welcome Demo User

Select another cart... ▼

Inquiry

My Account

Shopping Cart

My Shopping Carts

Quotes Waiting Acceptance

My Orders

My Account

[Home](#) > My Account

Shopping Cart


Shopping Cart allows you to view the details of your active Shopping Cart.

Quotes Waiting Acceptance

Quotes awaiting acceptance provides you with a complete listing of quotes that are published to you. You are able to search for a specific quote using a series of filters. From this screen you may accept or reject published quotes.

Placing an Order from a Quote, Pt. 3

A list of all quotes for State users will be displayed on this page. Click on the quote name provided to you by Kimball Office for your unique quote and to view the details.



Home | [Change Password](#) | [Logout](#)

TRUSTED FURNITURE PROVIDER FOR THE STATE OF INDIANA

Kimball
Welcome Demo User

Select another cart...

Inquiry

My Account

Shopping Cart

My Shopping Carts

Quotes Waiting Acceptance

My Orders

Quotes Waiting Acceptance

Home > [My Account](#) > Quotes Waiting Acceptance

required fields

print view

Search By: Quote Name

Enter Search Text:

☒ Date Range

mm/dd/yyyy

07/02/2017

Filter By User: ** ALL **

Search

☐ Show All Quotes

1 of 1

All	Quote Name	Description	Status	Customer No.	Last Update Date	Items in Cart	Cur	Total
<input type="checkbox"/>	Training Test Quote		Active	6091713	10/30/2017	79		\$3,514.92

Reset


Accept

Reject

Placing an Order from a Quote, Pt. 4

Review your quote details and click:

- “Accept” if you agree and want to place the order
- “Reject” if there is an error and need to delete the quote
- “Cancel” if you want to exit the quote



Home | [Change Password](#) | [Logout](#)

TRUSTED FURNITURE PROVIDER FOR THE STATE OF INDIANA

Kimball
Welcome Demo User

Select another cart...

Inquiry

My Account

Shopping Cart

My Shopping Carts





Quotes Waiting Acceptance

My Orders

Quotes Details

Home > [My Account](#) > Quotes Waiting Acceptance

☐ View Detail Description

	Standard	Catalog No.	Description	Qty	From Where	Unit Price	Total Price
1.	 Ad hoc	45F0278ECPDPP	XSEDE,CEILING POWER/DATA POLE,PAINT	25	New Free Line	\$106.96	\$2,674.00
2.	 Ad hoc	45FEDPDBP	XSEDE,DATA PLATE,DUAL SIDE,TECH TRAY,PAINT	28	New Free Line	\$12.57	\$351.96
3.	 Ad hoc	45FEDPSBP	XSEDE,DATA PLATE,SGL SIDE,BELOW SURFACE,PAINT	24	New Free Line	\$14.88	\$357.12
4.	 Ad hoc	45FEPEFC8	XSEDE,POWER ENTRY,FLOOR/CEILING,8 WIRE	2	New Free Line	\$65.92	\$131.84

Order History

Event Type	Message	Note	Created Date
1. Quote created	Created By SYSTEM - SYSTEM MANAGER		10/30/2017 9:13:45 AM
2. Quote assigned	Assigned to Kimball Quotes - Kimball Quotes by SYSTEM - SYSTEM MANAGER	Quote Training Test Quote has been published for your review and approval. You may review the quote on our website - http://kimball.kisp.com/statesofindiana Once you have accessed the site, click on 'My Account' > 'Quotes Waiting Acceptance' to access the quote information.	10/30/2017 9:14:46 AM

Payment Information

Purchase Order Type:	Purchase Order No:
Request Date: 01/01/1900	

Accept | Reject | Cancel